

Australian Journal of  
Emergency Management

# Contributor guidelines

## Editorial Enquiries

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**The Australian Journal of Emergency Management is Australia's premier journal for emergency management; covering all hazards, understanding vulnerabilities and reducing the impacts of emergencies.**

From research to practice, global government to community engagement, the journal focuses on promoting and facilitating discussion and debate at all levels of emergency management. The journal's papers feature extensive analysis, considered views, lessons learnt and insights into current and future issues from researchers and practitioners.

The journal is highly regarded within the national and international community for strong scholarly research underpinned by evidence. The journal follows a double-blind refereeing process for research articles undergoing peer review.

It is published quarterly (January, April, July and October) and welcomes submissions from all areas of emergency management theory and practice, with a focus on risk reduction, readiness, response, and recovery.

The journal is an official publication of the Australian Institute for Disaster Resilience.

It has a Q2 ranking and is an open access publication under a Creative Commons [CC BY-NC] license. The AJEM does not charge author fees.

All articles submitted will be considered for publication however, the Editor-in-chief and the Editorial Committee reserve the right to edit or to reject unsuitable material.

AJEM will not publish articles promoting a named product or service of an individual or firm.

Members of the Editorial Committee review content submitted for publication. The committee acts as a liaison between contributors and the Editorial Advisory Board.

All communication concerning article submission, review and publication should be directed to the Managing Editor.

## Editorial Advisory Board

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## Submission guidelines

Submissions must conform to the following guidelines:

1. Research articles should be no longer than 4,000 words, including references and be in final draft version (i.e. free of spelling and grammatical errors). It is recommended that the number of references be appropriate to the length of the article.
2. News and Views articles, including conference reports, opinion pieces and case studies should be between 700 and 1500 words and be accompanied by suitable images.
3. Reports and practice papers should be between 1500 and 3000 words. These papers are non-academic, with minimal references.
4. Articles should be submitted in electronic MS Word compatible format and emailed to the Managing Editor at [ajem\\_editor@aidr.org.au](mailto:ajem_editor@aidr.org.au). The Managing Editor will check the paper for suitability and provide information about submission back to the author.
5. Any tables, figures, charts, boxes and equations used in the text should also be provided in their electronic file type as separate files (please ensure the file is MS Word compatible). All print-ready images should be supplied as separate files (see point 6 for file type). Where appropriate, you may indicate an approximate placement of the image within the text and we will endeavour to accommodate the image on or about the position indicated.
6. Images must be in JPEG, TIF or EPS formats at 300 dpi. Appropriate captions for images should accompany your submission.
7. A short biographical paragraph (40–50 words) and a 200 word abstract should be submitted with each research article.
8. COPYRIGHT: Authors are responsible for obtaining permission to reproduce copyright material from other sources and are asked to check that references to people and organisations are accurate and not libellous. While the publishers will make every effort to ensure accuracy, they do not accept responsibility for mistakes or the consequences that may arise from them. A [Copyright Form](#) completed by all Authors should accompany your submission.
9. AJEM editors prefer the Harvard system of in-text citation eg. (Gosling & Edwards 1995, p.4) rather than footnotes. References should also be cited at the end of the paper in Harvard style.  
  
Layout for references is as follows:  
  
Gosling L & Edwards M 2005, *Toolkits: A practical guide to planning, monitoring, evaluation and impact assessment*, Save the Children, UK.  
  
Full details and examples are available online at: <https://libguides.mq.edu.au/referencing/Harvard>  
  
References not using Harvard referencing will be returned to the author for amendment.
10. All research articles require ethics approval.
11. The AJEM complies to the [Australian Government Style Manual](#).